

# **CHAPTER 90 – CHARTERS**

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90.1 Northwest Colorado Board Charter

Northwest Colorado Fire Management Unit  
Board Charter

**Mission**

The Northwest Colorado Interagency Fire Management Board of Directors ("Board") is responsible for the overall direction and oversight of the fire management program within the Routt National Forest, Little Snake (LSFO), White River (WRFO) and Kremmling (KRFO) Field Offices, Dinosaur National Monument, Browns Park and Arapaho National Wildlife Refuges.

**Major Duties**

The Board is responsible for providing full program oversight for the Northwest Colorado Fire Management Unit (NWCFMU). In this capacity the Board:

- Provides coordinated, interagency oversight for the safe, effective planning and implementation of all components of the NW Colorado Fire Management program.
- Assumes the duties previously delegated to the Craig Interagency Dispatch Board of Directors to provide interagency leadership and coordinated implementation of current policies, direction and standards for the Craig Interagency Dispatch Center.
- Interprets and develops, as needed, fire management policies for the Unit based on National and Regional fire management policies.
- Members of the Board may at times serve on the Local Multi-Agency Coordination Group (LMAC). The LMAC will be formed during periods of extreme fire conditions or during the occurrence of multiple large fires. The LMAC, when formed is a flexible organization, the membership comprised of effected board members. County and State entities affected by the fire situation may also participate on the LMAC.
- Provides coordinated leadership to ensure that effective and efficient communications are in place and meet established safety standards.
- Reviews and coordinates severity requests and fire restrictions. These efforts will be coordinated biweekly, as seasonal severity dictates, to include the counties within the NWCFMU Fire Planning Management Unit Area. These biweekly conference calls will generally begin as the Energy Release Component (ERC) reaches the 85 percentile and is expected to increase.
- Furthermore, the Board integrates with and resolves issues raised by the established committees that cannot be resolved by the Oversight Group composed of the NWC Fire Management Officer (FMO) and the FMO's Staff.
- Reviews and or approves as appropriate annually-revised plans such as Mobilization Plan, Fire Management Plan, Aviation Plan, Fire Business Management Guidelines, and Service and Supply Plan.
- Provides liaisons to the various committees and oversight group.
- Approves committee charters and committee composition.

**Membership**

The Board consists of the following members:

USFS

Medicine Bow-Routt/TBNG Deputy Forest Supervisor  
Hahns Peak/Bears Ears District Ranger

Craig Interagency Dispatch Center Mobilization Guide 2007

	Yampa District Ranger
	Parks District Ranger
BLM	Little Snake Field Manager
	White River Field Manager
	Kremmling Field Manager
FWS	Arapaho National Wildlife Refuge Manager
	Browns Park National Wildlife Refuge Manager
NPS	Dinosaur National Monument Superintendent
Other	NWCFMU FMO
	MBR/TB Fire Staff Officer
	FWS FMO

Voting membership includes the Deputy Forest Supervisor, the Field Managers, Monument Superintendent and Refuge Managers. Substitutes for board members must be delegated the respective authority of the voting board member. The Northwest Colorado Unit Fire Management Officer, the FWS FMO, the Medicine Bow-Routt/TBNG (MBR/TB) Fire Staff Officer and District Rangers will be non-voting members of the board. From time to time, board meetings/conference calls may also include other staff and cooperators such as county representatives as fire situations or severity of season dictate.

#### **Chair Person**

A chairperson will be selected from among the voting members of the Board of Directors, serves for one year and will be rotated among the four agencies. The Chairperson will manage the Board meetings which includes setting meeting time and place, developing the agenda and ensuring that a facilitator and note taker are provided.

#### **Oversight Group**

The Oversight Group is composed of the NWCFMU FMO, the NWCFMU FMO's primary staff, the NPS FMO, FWS AFMO, a Field Manager and a District Ranger.

The NWCFMU FMO's primary staff is comprised of the following Program leads:

- Dispatch - Dispatch Center Manager
- Operations/Preparedness- AFMO
- Rx Fire/Fuels/Fire Use - Fire Ecologist
- Fire Business Management - Fire Business Management Specialist
- Mitigation, Education Specialist-MES

#### **Major Duties**

- The Group provides oversight to established committees, Task Groups and for specific program areas not represented by a committee within the Fire Management Unit.
- The Oversight Group serves as the designated contact to facilitate communications between Committees, program areas not represented by Committees and among the Board members.
- Issues requiring resolution may be identified by any level within the organization.

## **Committees**

Established committees will meet to promote their respective fire management activities, identify issues and propose resolutions. These issues or products (Plans, Guides etc.) will be raised to the Oversight Group as previously defined. The composition of the Committees will include one or more members of the Board of Directors, one or more Zone FMOs, the program lead for each NWCFMU program, and subject matter experts as needed. A chair person will be designated from the committee members. The standing committees will include:

- Dispatch Committee (Dispatch Center Manager as program lead).
- Operations Committee (AFMO as program lead). The Operations Committee includes two Sub-Committees, the Training and Red Card Committee (Training Officer as Committee Chair) and a Safety Committee (Cache Manager as Committee Chair)
- Prescribed Fire/Fuels and Fire Use Committee (Fire Ecologist as program lead),
- Fire Business Management Committee (Fire Business Management Specialist as program lead).

## **Major Duties**

- Each Committee shall create a charter, approved by the Board, to include membership, purpose, objectives and normal schedule of meetings.
- Program leads, Committees, Oversight Group and/or Board members may recommend formation of Task Groups to work on specific issues, as necessary. Task Groups should include the primary program contact, a Board member or representative, as well as other subject matter specialists needed to address the issue. Once the Task Group has completed its mission, the Group will disband.
- Unresolved issues or products that require Line Officer decision or signature are then elevated to the Board through the Oversight Group.

## **Decision Making**

Issues that cannot be resolved by the Oversight Group will be elevated to the Board level. The FMO/Fire staff will provide briefing papers that define issues and present alternatives. It will be incumbent upon the Board to provide the FMO with a timely decision, in most cases at the next scheduled Board meeting. Decisions will be based upon consensus of the Board to the extent practicable; however, final authority rests with the MBR/TB Deputy Forest Supervisor, the BLM Field Managers, Monument Superintendent and Refuge Managers in keeping within their delegated authorities.

## **Meetings**

Board meetings will be held at least once during midwinter, once prior to the start of fire season, and once following the completion of fire season. Additional meetings may be called by the FMO or chairperson as needed during fire season to review severity needs, implement/coordinate fire restrictions or establish a working LMAC group.

## **Financing**

No separate financing will be required for Board activities. Normal expenses incurred by Board members would be borne by their respective agencies.

## **Modification of Charter**

This Board's Charter may be modified at any time at the recommendation and approval of the Board.

91.1 Northwest Colorado Operations Committee Charter

Northwest Colorado Fire Management Unit  
Operations/Safety Committee Charter

**Introduction:**

The Northwest Colorado Interagency Fire Operations/Safety Committee (herein referred to as the Committee) is established under the Charter for the Northwest Colorado Fire Management Unit (WCFMU) Board of Directors. The Committee reports through the Oversight Group in an interagency advisory capacity to the NWCFMU Board in all aspects of Interagency Fire and Aviation operations, including safety, preparedness, qualifications and training. The Training and Red Card Committee is a sub-committee to the Operations Committee.

**Mission Statement:**

The Committee's mission is to assure field implementation of the Federal Wildland Fire Management Policy with emphasis on FIREFIGHTER and PUBLIC SAFETY. The Committee will provide advice, counsel, and recommendations for the management of the fire and aviation operations, training and preparedness issues within the NWCFMU.

**Membership:**

The Committee will consist of one voting representative from each Fire Management Zone or their Agency Representative and from the Craig Interagency Dispatch Center. The membership will also include one member from the Northwest Colorado Fire Management Board in the role of committee liaison.

USFS - Unit AFMO, Program Lead  
USFS - Central Zone FMO, Chairman  
USFS - East Zone FMO  
BLM - North Zone FMO  
BLM - South Zone FMO  
NPS - Dinosaur Zone FMO  
FWS - Colorado Assistant District FMO  
CSFS - District Forester  
BLM - Unit Aviation Officer  
NPS - Chief of Research and Resource Management  
BLM - LSFO Manager (Northwest Colorado Fire Management Board Liaison)

**Responsibilities**

- Ensure that firefighter and public safety is the first priority on all fire and aviation related actions. Including but not limited to the following:
  - Refresher Training is conducted annually.
  - Work Capacity Tests are administered and documented properly.
  - Assignments are filled with qualified personnel.
  - There is compliance with Agency rules and regulations. (30-Mile, Cramer, etc.)
  - Seasonals and AD's are properly trained and certified prior to issuance of red card.
- Provide the Northwest Colorado Fire Management Board with a committee recommendation on assigned tasks.

- Coordinate with all the Northwest Colorado Interagency standing committee's on issues of mutual interest.
- The Red Card Committee is a sub-committee to the Operations Committee with the purpose of identifying and coordinating training needs to fill shortage categories in fire suppression, wildland fire use, fuels management and facilitate training assignment opportunities. (See Red Card Committee Charter)
- Schedule and conduct unit wide readiness and post season reviews, and provide summary report to the Board.
- Participate as requested in State and/or Regional readiness reviews.

### **Program Lead**

The NWCFMU Assistant Fire Management Officer is the Operations Program lead for the NWCFMU and is a member of the Oversight Group. The Program Lead participates in weekly Oversight Group meetings and represents issues and activity with in or effecting the Preparedness, Training and Operations Program. Issues that are unable to be resolved at the Committee level will be elevated to the Oversight Group for resolution.

### **Chairperson**

The Chairperson will be selected from the committee members for a term of one year. The Chairperson is responsible for: calling the meetings, setting agendas and running the meetings. The Chair or in their absence Program Lead will attend one meeting of the NWCFMU Board of Directors annually and present an annual report of the Committee's accomplishments. The Chairperson will ensure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Committee and each member of the Board, and that products from the Committee are reproduced and distributed to agencies

### **All Members**

- Are responsible for setting the example that firefighter and public safety is first and foremost in all fire operations.
- Responsible for oversight and reporting upon tasks as assigned.
- Give or receive assignments as directed by the Chairperson or Program Lead and review information submitted by other Committee members.

The Committee members serve as a conduit to agency personnel and cooperators, informing its constituents of actions and decisions of the Oversight Group and the NWCFMU Board of Directors. The Committee is like wise a conduit to the Oversight Group and Board of Directors in raising issues and concerns for resolution.

### **Meetings**

The Committee, as determined by the Chairperson, will meet at least two times annually. Meetings may be accomplished through the use of conference calls.

All Committee meetings are open to anyone with an interest. Agencies may send individuals with technical expertise to present specific issues to the Committee.

**Tasking**

The Committee will provide direction and oversight to any task group (s) created by the Committee by clearly identifying the task to be completed, the scope of the task and the time line for completion. Task group (s) shall sunset upon completion of its task unless additional work is assigned.



## 91.2 Northwest Colorado Redcard Committee Charter

### Northwest Colorado Fire Management Unit Redcard/Training Committee Charter

#### **Introduction**

The Northwest Colorado Fire Management Unit Fire Redcard/Training Committee (herein referred to as the committee) is established as a sub-committee, of the Operations Committee, under the charter of the Northwest Colorado Fire Management Unit (NWCFCMU). The Committee shall function in an interagency advisory role to the NWCFCMU Board of Directors (Board) for the management of Redcard and Fire Training operations.

#### **Mission Statement**

The Committee's mission is established to provide a coordinated approach to Fire Management Training and qualification within NWCFCMU.

#### **Membership**

The Committee will consist of one representative from each Fire Management Zone, or Agency Representative, and the Dispatch Center. The membership will also include one member/representative from the Board to act as liaison to the NWCFCMU.

Training Representative/Chairperson	Western Slope Center-Craig
NWCFCMU AFMO/Co-chair	Med-Bow/Routt NF-Craig
South Zone FMO	Western Slope Center-Craig
North Zone FMO	Western Slope Center-Craig
Dino Zone FMO	Dinosaur National Park
Central Zone FMO	Med-Bow-Routt N.F.
East Zone FMO	Med-Bow-Routt N.F.
Colorado District Assistant FMO	Fish and Wildlife Service
District Forester	Colorado State Forestry
Dispatch Center Representative	Craig Dispatch Center
Board of Directors Liaison	Hahn's Peak/Bears Ears District Ranger

#### **Responsibilities**

All actions and decisions made by this committee require the employee's immediate supervisor approval for training, taskbook initiation, and fire assignment duties.

- Individual Development Plans (IDP's) and Nominations will be completed by Zone/Agency FMO's prior to the spring Committee Meeting to facilitate prioritization of trainees.
- Trainee positions and training needs for all agencies will be proposed, reviewed, and approved.
- Each Zone FMO will provide the Dispatch Center and Training Representative with a list of redcarded individuals and their qualifications after the Pre, and Post, Fire Season meetings.
- Recommend individuals (BLM and USFS) for initiation of taskbooks, review taskbooks for completion, and recommend for certification to the Unit FMO (in coordination with Training Representative). Sign-off for the position will be reviewed by the committee as a whole, or by consensus of at least four committee members if the position is signed-off mid-season. NPS and FWS can initiate and signoff taskbooks for their agency personnel after presenting their recommendations to the Committee for consensus. Taskbooks for Command and General staff positions on Type 1, and Type 2, teams should be certified at the appropriate level.

Individuals may only have four taskbooks open at one time, with no more than two in a single functional area (e.g. 2 in operations, 1 in Rx, 1 in plans).

- After completion of a taskbook the trainer (when possible), trainee, and Zone Training Representative will discuss the quality of the assignment. Recommendations will be made for either full qualification or further assignments in that position.
- Shortages of critical positions will be identified by the Zone/Agency and presented to the Board of Directors. Individuals selected to fill these needs will be added to the training plan.
- Prioritize individuals to maintain currency.
- It is the Zone/Agency FMO's responsibility to ensure EZ and database information forms are completed at the end of the fire season (permanent employee's), or before final evaluation (layoff) for seasonal employee's.
- Identify long range needs and develop a succession plan for the NWCFMU Board.
- Provide annual update of training plan and accomplishments to the Board.

### **Training Representative/Chairperson Roles and Responsibilities**

The Zone Training Coordinator will serve in the capacity of the Chairperson for the NWCFMU Red/Card Training Committee. The Zone Training Representative serves as a liaison between the NWCFMU and the Rocky Mountain Geographical Area Training Representative (GATR) and as such:

- Serves as Chairperson for the Redcard/Training Committee.
- Coordinate all Zone training nominations for 300 and 400 level courses.
- Is the Primary Point of contact for training sessions.
- Technical advisor to the Redcard Committee.
- Coordinate qualification and training information for the Redcard Committee.
- Develop and maintain a zone training website, and post training plan to the web page.
- Coordinate the EZ form process between the dispatch center and the Redcard Committee (due Oct. 1 along with copies of training certificates).
- Prior to taskbook initiation: ensure that all pre-requisites have been met and that the maximum number of taskbooks issued does not exceed agency standards.
- Finalize meeting dates and notify committee members.
- Serve on the Rocky Mountain Area Training Working Team (RMATWT).

### **Dispatch Center Roles and Responsibilities**

- Manage Forest Service and BLM Redcard databases (IQCS and ROSS).
- Produce Redcards for FMO signature of permanent Forest Service and BLM employees by May 1<sup>st</sup>.
- Maintain training records for Forest Service and BLM.
- Distribute EZ forms and database information forms each year by mid-September.

### **Meeting**

The Redcard/Training Committee will schedule two regular meetings per year: Pre-season and Post-season. Any additional meetings may be called as needed by the chairperson and can be completed by conference calls.



93.1 Northwest Colorado Incident Business Committee Charter

Northwest Colorado Fire Management Unit  
Fire Business Committee Charter

**Mission Statement**

The Northwest Colorado Fire Management Unit (NWCFMU) Business Committee is established under the NWCFMU Board of Directors to develop and advance interagency fire business management activities.

**Membership**

The NWCFMU Business Committee will be composed of the following individuals:

The Fire Business Program Lead

A representative from the NWCFMU Board of Directors,

Representatives from each of the following agencies:

Bureau of Land Management

Fish and Wildlife Service

US Forest Service

National Park Service

Technical specialists and subject matter experts will consist of federally warranted Contracting Officers, red-carded Incident Business Advisors, red-carded Finance Section Chiefs, red-carded Buying Team members, and a representative from Craig Interagency Dispatch.

**Purpose**

- Provide advice, counsel, and a coordinated direction on business management issues for the NWCFMU.
- Review operational business management practices to address recurring problems.
- Develop interagency operating procedures.
- Identify the process for and ensure the development of the interagency service and supply plan.
- Develop and implement the process for administrative support of initial attack through type 3 fires.
- Identify and clarify issues, and propose resolutions to the NWCFMU Board
- Set up task groups as needed to resolve business management issues. The NWCFMU Fire Business Committee will provide written objectives and time frames to the task group. A minimum of one Fire Business Committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.
- Elevate issues to the Board of Directors that the committee or Oversight Group cannot resolve.

**Fire Business Program Lead**

The NWCFMU Fire Business Specialist is the Fire Business Program Lead and as a member of the Oversight Group will serve as the contact between the Oversight Group and the Business Committee. The Program Lead participates in weekly Oversight Group meetings and represents issues and activity with in or affecting the Fire Business Management Program. Issues elevated and resolved at the

Oversight Group level will initiate a report describing the issue to the Board along with a summary of resolution.

**Committee Chairperson**

A chairperson will be selected from among the members of the committee, serves for one year and will be rotated from among the four agencies. The Chairperson will manage the Committee meetings which includes setting meeting time and place, developing the agenda and ensuring that a facilitator and note taker is provided.

**Meetings**

The Fire Business Committee will meet each spring and fall and as often as deemed necessary to identify and accomplish tasks.

**Adoption Policy**

Each agency representative will be responsible to provide their agency's fire business policies and/or procedures to the Committee. Recommendations will be presented to the NWCFMU Board for approval and interagency adoption.

94.1 Northwest Colorado Fire Use Committee Charter

NW Colorado Fire Management Unit  
Prescribed Fire, Fuels & Fire Use Committee Charter

**Mission Statement**

The NW Colorado Fire Management Unit (Unit) Prescribed Fire, Fuels & Fire Use Standing Committee (Committee) is established under the Charter of the Northwest Colorado Fire Management Unit Board of Directors (Board). The mission of the Committee is to foster interagency cooperation in the use of prescribed fire, wildland fire use and fuels treatments to achieve resource management objectives. This mission will be accomplished by providing the following: Program Guidance and Implementation, and Interagency Coordination. Issues that arise from within the Prescribed Fire, Fuels and Fire Use program will be identified by the Committee and elevated to the Oversight Group.

**Membership**

The Committee will be comprised of one or more representatives from each of the following agencies:

- USDA-Forest Service (Routt Zone Fuels Specialist)
- USDA-Med. Bow-Routt/TBNG Fire Management Officer
- USDI-National Park Service (Dinosaur National Monument)
- USDI-Bureau of Land Management (Little Snake, Kremmling, and White River FO's)
- USDI-Fish and Wildlife Service (Arapaho and Browns Park Refuges)
- Board of Directors Liaison(s)
- NW Colorado Fire Management Unit Mitigation and Education Specialist
- BLM State Office Fuels team member

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

**Purpose**

A coordinated interagency effort is required to insure that prescribed fire, fuels and fire use programs are implemented in a manner consistent with the National Fire Plan. This will be accomplished through the development of an Annual Action Plan. Items in the plan will deal with the following issues:

- Program Guidance and Implementation
- Develop a coordinated interagency program in prescribed fire planning and implementation.
- Review and coordinate interagency prescribed fire equipment standards and development for regional and national recommendation.
- Assure adherence to standard terminology and procedures for prescribed fire and wildland fire use.
- Develop recommendations for resource ordering and tracking, qualifications tracking and dispatch procedures relating to prescribed fire and wildland fire use.
- Provide input into the Craig Interagency Dispatch Center Mob Guide.
- Develop and recommend Wildland Fire Use transition guidelines and criteria.
- Coordinate activities with other Unit Standing Committees as needed.
- Identify training needs and coordinate the development of three year training plans for prescribed fire and wildland fire use with the Unit Training Committee.
- Develop recommendations for coordinating smoke management issues within the Unit.

- Identify and seek resolution to administrative procedures and/or barriers relating to interagency implementation of prescribed fire.
- Identify and promote the use of various alternative tools and technologies to assist land managers in the treatment of fuels and vegetation.
- Provide technical fire ecology and wildland fire use assistance to the various agency information and education programs.
- Provide a forum for the formal and informal exchange of prescribed fire, wildland fire use, fuels management and fire effects information.
- Coordinate recommendations and present them to the Board for Unit-wide acceptance and implementation.

### **Program Lead**

The Unit Fire Ecologist is the Prescribed Fire, Fuels and Fire Use Program lead for the Unit and is a member of the Oversight Group. The Program Lead participates in weekly Oversight Group meetings and represents issues and activity within or effecting the Prescribed Fire, Fuels and Fire Use Program. Issues elevated and resolved at the Oversight Group level will initiate a report describing the issue to the Board along with a summary of resolution.

### **Chairperson**

The Chairperson will be selected from the committee members for the term of one year and is responsible for: calling the meeting, setting the agenda, and running the meeting. The Chair or the Program Lead will attend one meeting of the Board annually and present an annual report of the Committee's accomplishments. The Chairperson will ensure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Committee and each member of the Board, and that products from the Committee are reproduced and distributed to agencies.

### **Advisory Group**

Many outside parties (including non-governmental entities) have an interest in and concern about the application of prescribed fire, fuels treatments and wildland fire use. Regular and open communication with these groups is important to the success of the fuels and fire use programs. Therefore, the Committee may periodically form technical advisory group(s) with ad hoc membership from interested and affected parties.

### **Task Groups**

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidance:

- The Committee may define task groups to assist in completing assigned duties.
- The Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the timeline for completion.
- A task group, upon completion of its assignment, shall sunset unless additional work is assigned.

Task group membership shall be selected by the individual agencies however the Committee may recommend the involvement of subject matter experts or specialists as described above.

### **Meetings**

The Committee will meet at least twice per year, in the Spring and Fall. One meeting will be an annual business meeting for standing members. The Board may meet annually, or as needed, with the Committee to discuss common issues. Additional meetings or conference calls may be held if deemed

necessary by Committee members. The Chairperson with consensus of the group will establish meeting dates and/or conference calls and times. Meeting agendas will be provided in advance to the Committee, advisory group(s) and the Board liaison(s).

**Reports**

The Committee will provide an annual report to the Board consisting of status from the Annual Action Plan Items. The Program Lead, as member of the Oversight Group, will participate in the weekly Staff meetings and report committee progress and relevant issues.

**Finances**

Costs of the meetings will be borne by the sponsoring agencies.



95.1 Northwest Colorado Dispatch Committee Charter

Northwest Colorado Fire Management Unit  
Dispatch Committee Charter

**Mission Statement**

The Northwest Colorado Fire Management Unit Dispatch Committee is established under the Charter for the Northwest Colorado Fire Management Unit Board of Directors (Board) to further interagency cooperation, communications, and coordination among all agencies (internal and external) within the Fire Management Unit boundaries.

**Membership**

The dispatch committee will be composed of the following:

Member of the NWCFMU Board of Directors.

Dispatch Center Manager

Lead fire manager or his/her designee from each of the following agencies:

- U.S. Fish and Wildlife Service
- BLM
- USFS
- Colorado State Forest Service
- National Park Service
- Grand County
- Jackson County
- Moffat County
- Rio Blanco County
- Routt County

**Purpose**

- Provide interagency leadership and coordinate implementation of current policies, directions, and standards for dispatch coordination activities.
- Identify issues, establish dispatch committee priorities, develop alternatives and recommend a course of action to the Oversight Group for approval by the NWCFU Board.
- Facilitate information sharing between agencies and provide for dissemination of pertinent information relative to the Northwest Colorado Fire Management Unit.
- Represent the dispatch center at selected meetings that address dispatching issues.
- Bring forth local dispatch issues to the Area and National level through the Board.
- The Dispatch Committee will not set policy or direction, but may make policy and direction recommendations to the Board.
- Ensure annual review and revision of the Craig Interagency Dispatch Center Mobilization Guide, making recommendations for changes or additions as needed, to the Board.

**Program Lead**

The Craig Dispatch Center Manager is the Dispatch/Coordination Program lead for the NWC Fire Management Unit and is a member of the Oversight Group. The Dispatch Program Lead participates in weekly Oversight Group meetings and represents issues and activity within or affecting the Dispatch

and Logistical Support Program. Issues elevated and resolved at the Oversight Group level will initiate a report describing the issue to the Board along with a summary of resolution.

**Chairperson**

The Chairperson will be selected from the committee members for the term of one year and is responsible for: calling the meeting, setting the agenda, and running the meeting. The Chair or the Program Lead will attend one meeting of the NWCFMU Board of Directors annually and present an annual report of the Committee's accomplishments. The Chairperson will ensure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Committee and each member of the Board, and that products from the Committee are reproduced and distributed to the agencies. Assistance will be requested as needed from the other members.

**Meetings**

The Committee will meet at a minimum twice a year (pre-season and post-season). Agenda and actions items will be distributed to the members prior to each meeting. Meetings will be open all interested parties.

**96 ROCKY MOUNTAIN COORDINATING GROUP - INFORMATION & EDUCATION  
COMMITTEE CHARTER** Refer to RMG

**97 ROCKY MOUNTAIN COORDINATING GROUP - SAFETY COMMITTEE** Refer to RMG

**98 ROCKY MOUNTAIN AVIATION COMMITTEE CHARTER** Refer to RMG

**99 ROCKY MOUNTAIN FIRE PROGRAM ANALYSIS COMMITTEE CHARTER** Refer to RMG